

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: May 2, 2022 Closing Date: May 5, 2022

**LEGAL ADMINISTRATIVE SPECIALIST
Criminal Division, Felony Screening Unit, Sussex County**

Job Responsibilities and Duties:

This Legal Administrative Specialist provides secretarial support to Deputy Attorneys General and the Legal Assistants (Paralegal) working within the Felony Screening Unit in the Criminal Division in Sussex County. The duties associated with this position include, but are not limited to, scheduling intakes with officer's from the arresting agency, preparing charging documents, accessing and printing documents as needed from both CJIS and JIC, filing, managing multiple calendars in Court of Common Pleas and Superior Court, pulling files associated with those calendars, tracking of cases for statistics and closing of prelim and plea files in the case tracking system as well as maintenance of the records of those closings. The position is also required to rotate with the other administrative staff in the Felony Screening Unit at the intake desk. Other duties may include assisting attorneys as needed in case preparation. This position requires interaction with both the Court and law enforcement, including but not limited to scheduling intakes and coordinating the bail reduction and video bail calendars. In addition, will manage a high volume of telephone calls and will be part of a rotation schedule for the main Receptionist telephones in Sussex County.

Job Requirements:

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of an Associate's degree or higher.
2. Knowledge of legal terminology.

OR

1. One year of experience in coordinating office activities such as planning/coordinating meetings or conferences; tracking workflow and follow up; composing meeting notes; directing clients/customers; explaining services to the public and customers/clients; establishing or maintaining filing/record systems.
2. One year of experience in document processing which includes reviewing and evaluating records for completeness and conformity with laws, rules, regulations, standards, policies and procedures, resolve deficiencies, interpret information, and track and monitor activities.

3. One year of experience in using standard computer software programs for word processing, spreadsheets, or databases.
4. Six months experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
5. Knowledge of legal terminology.

Minimum Qualifications:

- Must be detail-oriented, highly organized, and proficient in Microsoft Office suite.
- Must be able to multi-task throughout a high volume of work demands and deadlines for multiple Deputy Attorneys General.
- Must have the ability to interact professionally with members of the public, including victims, witness, police and probation officers, in addition to working professionally with Court personnel and maintaining productive working relationships with Court staff.
- Must be able to maintain confidentiality on criminal intelligence data and sensitive cases.
- Must possess excellent spelling, grammar, and proofreading skills.
- Must be able to answer telephones and take accurate messages.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, External applicants must submit Resume and the Delaware Department of Justice Application (please see link):
<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR External applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.